



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 5-13-76		Department of Human Resources Office of the Commissioner State Economic Opportunity Office 618 Ponce de Leon Atlanta, Georgia	Application Number <b>76-170</b>	
Application Number DHR - 63			Date Received MAY 13 1976	Date Completed MAY 28 1976
2. Person to Contact Tommy Hess		Working Title Director	Telephone Number 894-5323	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1972 Latest Present		5. Records Series Title (followed by title used in office, if different) SEOO Application for Community Action Program Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Human Resources, headed by the Commissioner, is responsible for the planning, organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of categorical public assistance programs, federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as a productive member of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive services.  (see attached sheet)				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the review of applications for Community Action Programs by the State Equal Opportunity Office.  Included but not limited to are; application for grant; correspondence concerning Governor's approval of program; Community Service Administration (HEW), Statement of CSA Grant (Form 314); and similar and related documents.  File is arranged: alphabetically by program name.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>3</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value? <i>Possibly long-term research value</i>
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>DHR Annual Report</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Grant Program and HEW</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>5</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Attachment C, Federal Management Circular 74-7: Uniform Administrative Requirements For Grants - In - Aid to State and Local Government requires a 3 year retention.*

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Remove the initial application for grant and the program progress review from each project and transfer to the State Archives for permanent retention; transfer the remainder of the files to the State Records Center; hold 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Tommy Dean</i>	<i>5/10/76</i>	<i>William J. McDonald DHR RMO</i>	<i>5-13-76</i>
State Records Committee (Signature) Date			
State Auditor/Designee		<i>William M. Dixon</i>	<i>5-26-76</i>
Secretary of State/Designee		<i>Carole Hart</i>	<i>5-26-76</i>
Attorney General/Designee		<i>Robert B. Shull</i>	<i>5-27-76</i>

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

Department of Human Resources  
Office of the Commissioner  
State Economic Opportunity Office  
618 Ponce de Leon  
Atlanta, Georgia

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The function of the State Economic Opportunity Office is to increase the quality of anti-poverty programs in the state through grant review, program implementation, human rights, resource mobilization and manpower technical assistance.